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**Maintenance**

**SCHEDULING AND CONTROL OF PRECISION  
MEASUREMENT EQUIPMENT (PME)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, *Air and Space Maintenance*. It establishes procedures for the identification, documentation and transportation of PME for calibration purposes to the required precision measurement equipment laboratory (PMEL). It applies to all organizations possessing PME assigned or attached to Westover ARB.

**SUMMARY OF REVISIONS**

This revision changes the location of the base PME coordinator and establishes a time frame for transporting PME to the laboratory (paragraph 2.2.). A bar ( | ) indicates a revision from the previous edition.

**1. Responsibilities.** Owing work centers will be familiar with the following technical references: T.O. 00-20-14, *Air Force Metrology and Calibration Program*, and T. O. 33K-1-100-1, *TMDE Calibration Notes*.

**2. Owing Organizations.**

- 2.1. Work centers will identify and add all PME to their respective owning center equipment listing and maintain a current status.
- 2.2. Work centers will deliver PME to the base PME coordinator during duty hours in building 2426, room 9, two days prior to transporting to PME laboratory.
- 2.3. Work centers will provide the necessary documents required to process the PME equipment in a timely manner. A copy of hand receipts for PME items at the laboratory will be kept on file.
- 2.4. Work centers will provide training as required to their PME monitors. The base PME coordinator will provide a handbook for training guidance to each office.

2.5. Work centers will notify PMEL prior to purchase of items not listed in T. O. 33K-1-100-1 to determine test measurement diagnostic equipment support for initial calibration. Contact base coordinator for PMEL laboratory numbers.

**3. Base Coordinator** (located in building 2426, room 9, ext. 2369).

- 3.1. Is the liaison between the installation customer and the PME laboratory.
- 3.2. Assists work centers with the mailing or shipping of priority calibration requests to insure the accuracy of the documents.
- 3.3. Provides a secure area for PME storage while awaiting transportation or pick up of equipment.
- 3.4. Distributes all correspondence from the PMEL to the appropriate activity.
- 3.5. Maintains a signature log of all equipment delivered and returned to the PMEL.

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